

REFEREE ASSESSMENT FORM

USER GUIDE

A. General

1. The Referee Assessment form (RAF) is to be used to determine a Referee Candidate's skill level during an official assessment by an authorized Assessor.
 - a. **Certified Referees** are authorized to assess Candidates to Level 1, Level 2 and conduct an Advanced Training Session (ATS) for those preparing for evaluation to Certified Referee.
 - b. **Level 2 Credentialed Referees** are authorized to conduct assessments to Level 1 Referee.
 - c. **Registered Trainers** may be given special authority to conduct an assessment and recommend accreditation and credentials up to Level 1 only. The authority will be given to named trainers by the PC National Leader of Officiating (NLO) for a one-year period.

B. Preliminary Requirements Of Candidates

1. Those interested in becoming a Level 1 or Level 2 Referee shall complete the following on-line tests before requesting an assessment:
 - a. Player Test
 - b. Line Judge Test
 - c. Best Practices Test
 - d. Referee Test
2. Candidates shall also complete a self-assessment using the RAF. This self-assessment serves two purposes:
 - a. The Candidate becomes familiar with the performance objectives
 - b. Causes the Candidate to review requirements objectively

NOTE: When the Candidates do a self-assessment, they may be more critical of themselves, which would reveal their weaknesses, allowing the Assessor some insight prior to the actual assessment.

C. How To Use The RAF

1. The Assessor is to provide a blank copy of the RAF to the Candidate. The Candidate will:
 - a. Complete personal information section
 - b. Conduct a Self-Rating of each skill/performance objective
 - i. The Candidate Referee is to place an "S" in the column that they believe best describes their ability.
2. Formal Assessment
 - a. The Assessor will rate the performance of the Candidate during a 3-game match, when possible, with an end change in one match. This should be done at a Tournament or during a similarly organized match.
 - b. The Assessor is to rate each skill/performance objective, by writing an "A" in the appropriate column.

FOR EXAMPLE (e.g.) "6. Keeps and Calls score correctly"

During a match, (3 games) incorrectly calls score...

- Two or less = Consistently
- Three to five = Developing

- Greater than five = Attempting

NOTE: This is only an example! The Assessor is to use their discretion when conducting an assessment.

- c. Skills/Performance Objectives marked with an “*” are to be evaluated orally if not encountered during the match.
3. Items 29 – 32, under “Knowledge Base” will further determine where the Assessor can ultimately rate the Candidate.
 - a. If the Candidate has a test score less than 80%, the Assessor must place an “A” in the “Attempting” Column. This means the Assessor will NOT be able to rate the Candidate as a Level 1 or 2 Referee.

NOTE: The Candidate’s overall rating will be determined by the lowest rated column.

- b. If the Candidate scores greater than 80% but less than 90% on any of the tests, they may be assessed to a Level 1 Referee as long as there are no “A’s” in the “Attempting” column.
- c. If the Candidate scores 90% or greater on all the tests, they may be assessed to a Level 2 Referee, again, only if they have no lower ratings.

NOTE: This will confirm that the Candidate Referee can be rated the first time and achieve Level 2 credentials. The assessment is based on performance not on time and experience.

4. Items 33 – 36 Training, Experience and Visual Acuity require further explanation.
 - a. 33. Has had Line Judge Training. This would be formal training usually taken as part of the Officiating Training Session – Circle “Not yet” or “Yes” in the appropriate column.
 - b. 34. Number of referee training hours (being monitored) – Circle the appropriate number of hours. Being monitored means being watched, coached or trained by a Referee capable of doing an assessment.
 - c. 35. Has tournament refereeing experience. Circle as appropriate.
 - d. 36. Visual Acuity of 20/30 Confirmed Yes or Pending. Circle as appropriate.

D. Worksheet (Reverse side of RAF)

1. A scoresheet is provided on the backside of the RAF so that the Assessor can correctly track the score and be able to compare the Candidate’s scoresheet to their own so that use of the correct diagonal slashes, and side out markings can be confirmed.
2. There is also a “Breaks in Play” table for the Assessor to identify correct procedures during the standard breaks. i.e., 1,2,3,4 = Timeouts, X Games = Between Games, End = Change of ends.
3. Note/Remarks area is provided for the Assessors to make notes while they observe the Candidate’s performance.

E. Assessment Overview

1. Trainee Referees are the entry level into the Officiating Program.
2. Level 1 Referees are the initial credentialed level. They should be capable of refereeing a match without making excessive or serious mistakes. Players may have to remind the Referee

of the correct score, when called incorrectly. Incorrect Servers/Receivers or wrong positions should be discovered.

NOTE: *The Assessor shall not stop play to discuss errors during a match.*

The Candidate should:

- a. be able to keep the game moving at a comfortable pace for the players.
- b. watch the NVZ for infractions, but occasionally watch the flight of the ball.
- c. mark the score with the correct diagonal slashes, most of the time.

NOTE: *Every effort should be made to help make the Candidate successful. Remember, however that a Level 1 Referee is a PCO trained Referee and will represent the training program each time they are on the court.*

The Assessor should consider the Candidate's potential for improvement. i.e., if not evident during assessment, are they capable of improving their performance with a little more practice.

3. Level 2 Candidate Referees should:
 - a. demonstrate more confidence and keep the game moving at a pace required by the players.
 - b. recognize their mistakes more quickly and correct them before they become an issue.
 - c. be capable of conducting medal matches with Line Judges at Sanctioned Tournaments

F. Conducting An Assessment And Completing The RAF

1. The Assessor must remember that this is NOT an "Evaluation" for Certification, nor is it intended to be a similar process. The assessment is a less formal process to recognize the Candidate's skills for each performance objective to determine their overall level.
2. While observing and assessing the Candidate in a match that is the best of 3 games, each game to 11, win by 2, the Assessor can (when deemed necessary) discuss issues with the Candidate between games. This will allow the Assessor to determine the Candidate's ability to adjust to the new information and improve their performance, in areas discussed.
3. Understanding rating terms
 - a. Attempting - make an effort to achieve or complete something, (typically a difficult task or action).
 - b. Developing - growing and becoming more mature, advanced, or elaborate.
 - c. Consistently - in every case or on every occasion (invariably).
 - d. Reliably - in a consistently good or accurate way
4. Again, the Assessor has a wide degree of latitude (discretion) in making a final determination of which skill level to assign, as long as the Candidate has met the performance objectives in items 29 – 35.
5. When making that final determination of skill level, circle the level at the bottom of the appropriate column and initial.
6. Send a copy of the completed form to: 1) the Candidate 2) the Regional Training Coordinator (RTC) for your area, 3) the Provincial Head Official, and a 4) copy to pcrefdata@gmail.com.
7. A Referee's identification badge with their name and level will be sent to the RTC for presentation to the newly credentialed Referee.

G. Advance Training Sessions (ATS) General Information

1. The ATS is an extremely important part of the Referee's Training program and is the final step prior to being recommended for "Evaluation" to "Certified Referee".
2. This training opportunity was placed into the program to help ensure that Candidates who wish to achieve certification are ready and have a very good chance of being successful during the evaluation process. This is necessary to help ensure that Evaluators are not spending their time evaluating Candidates who are not properly prepared.
3. The ATS is a two-part event:
 - a. On Court assessment
 - b. Oral Questioning – by Certified Referee Coordinator (CRC)
 - i. This will test some situations that did not take place during the ATS.
E.g. Item 28. ***Properly Assesses and records a Verbal warning, TW and TF*** * - verbal questions will be asked to determine the Candidate's knowledge of this process.
4. The Assessor must remember that this is NOT an "Evaluation" for Certification, nor is it intended to be a similar process. The ATS is a less formal process to recognize the Candidate's skills for each performance objective and determine their overall level of competency. i.e. Developing, Consistently, Reliably.
5. Missing violations or faults that might incur a failure during an evaluation should not be treated this way during the ATS. The Assessor must determine if the Candidate Referee possess sufficient knowledge and abilities to be successful during the evaluation.
 - a. It comes down to answering this question... would you like your name associated with this Candidate as they move forward in the process?
 - b. The process is purposely subjective.
6. The assessing Certified Referee who will conduct the ATS is responsible for organizing the personnel required to conduct the session.
 - a. Players
 - b. Line Judges
7. The Candidate Referee should organize the court, and if necessary be responsible for any associated expenses.
8. The Certified Referee (CR) conducting the session shall brief the Players and Line Judges on the roll that they will play to ensure that faults are controlled and placed at appropriate times.
 - a. In a 3-game match, no more than 10 faults or violations should be included, beyond those that naturally occur.
9. Players and Line Judges should understand that while the match is a training session, it should closely simulate a tournament match.
10. The following guidance is included to help ensure that players and situations do not overwhelm the Candidate.
 - a. No communication among the players except for typical "player communication".
 - b. Longer rallies are preferred, and unplanned errors should be expected, but not encouraged.
 - c. Cooperative play among the players is required to set up the different scenarios. All players must understand what each player is expected to do. Players should refrain from bringing those errors to the Candidate's attention.

- d. Time outs should be taken to expose the Candidate to those procedures.
 - e. Players should appeal a close line call to the Candidate.
 - f. Players should ask the Candidate if they are the correct Server or in the correct position. Requesting the score when receiving would also be worthwhile.
 - g. Violations/Faults should not be timed too closely, as this could affect the flow of the game and the Candidate's focus.
11. The Training Certified Referee conducting the ATS is tasked with inserting the violations/faults, which will test the Candidate Referee's knowledge and abilities, but not overwhelm them. Timing of their insertion into the match will be extremely important.
12. The following is a list of violations and faults that could be included. This is not meant to be a complete list nor is it an all-inclusive list. No more than **10 items** should be included in any session:
- a. Non-volley zone foot fault
 - b. Server foot fault
 - c. The Receiver calls time-out after the score is called
 - d. A Team fails to make a line call on an obvious 'out' ball
 - e. A Receiver stops play and says the wrong score was called
 - f. A Player stops to tie a shoe
 - g. The incorrect Server serves*
 - h. The incorrect Receiver returns a serve*
 - i. The Server takes over 10 seconds to serve the ball
 - j. A serve prior to the complete score being called
 - k. A Receiver raises a paddle to delay the serve after the Candidate begins to call the score
 - l. A Player appeals an 'out' call
 - m. A Player passes the plane of the net without legally striking the ball
 - n. A Player distracts an Opponent who is about to strike the ball
 - o. An incorrect Server tosses the ball to a Partner, requiring the Receivers to reset
 - p. A Player who hits a ball claims a Line Judge's 'out' call is incorrect
 - q. A Receiver calls 'short serve' and the Receiver catches the ball
 - r. A Player asks for a medical time-out

NOTE: * At least one of each should be inserted.

H. Using The RAF To Document An ATS

1. The worksheet and remarks area on the reverse of the RAF is an important area for the assessing Referee to utilize when watching/assessing the Candidate Referee.
 - a. It is not an easy process to watch and record issues on the form during the session.
 - b. If you are new to the process, it may be advisable to ask another CR or Level 2 to assist, by completing a scoresheet that can be used to compare with the Candidate's sheet.
2. The assessing CR can use any process to complete the ATS section of the form, but at the conclusion of the session there should be a debrief to inform the Candidate where they fell short or did well.

- a. Accurately recording events during the ATS is extremely important so that the debrief has specifics to discuss rather than generalities.
3. The result of the assessment will show the ATS section/column completed with “T” in each performance objective, or in the “Consistently” column if you believe that the Candidate Referee will succeed in the Evaluation.
4. If recommending for evaluation, complete the bottom section on the back page of the form by making your recommendations and sign form. Distribute as per the included instructions.

NOTE: Currently, Pickleball Canada does not have an evaluation program in place to issue credentials for Certified Referees. PC does recognize over 20 Certified Referees across the country, as being Certified Referees in Canada. These individuals have completed the training and successfully passed the USA Pickleball evaluation process.

The first step is to establish a program which will assess and issue credentials for Level 1 and Level 2 Referees. The next step is to move forward with a training program for a group of Canadian Certified Referee Evaluators. The challenge will be in establishing a reciprocal program where credentials are recognized by both countries regardless of where the process starts or completes. Canada will have to ensure that it maintains the same high standard set and expected by USA Pickleball.